

稅務局
香港灣仔告士打道 5 號
稅務大樓

Inland Revenue Department
Revenue Tower, 5 Gloucester Road,
Wan Chai, Hong Kong

電話號碼 Telephone No. : 2594 5229
圖文傳真 Faxline No. : 3170 5647

申請繳稅證明書
Request for Letter of Confirmation of Payment

致：稅務局局長

To: Commissioner of Inland Revenue

- (1) 檔案號碼 File No. _____
- (2) 納稅人姓名 Name of Taxpayer _____
- (3) 日間電話號碼 Day-time Telephone No. _____
- (4) 香港身分證號碼 H.K. Identity Card No. /
商業登記號碼 Business Registration No.* _____
- (5) 本人的郵遞地址是
My postal address is _____

(注意：此地址將不會用作更改你在本局的郵遞地址紀錄。如須更改郵遞地址，請填交其他有關表格，例如 I.R.表格第 1249 號。)
(Note: This address will **not** be used for amendment of your postal address maintained with our Department. Please complete other appropriate forms, such as I.R.1249.)

- (6) 請發出有關繳納 薪俸稅 / 物業稅 / 利得稅 / 個人入息課稅* 的繳稅證明書，稅單資料如下： -
Please send a letter of confirmation of payment in respect of Salaries Tax / Property Tax / Profits Tax / Tax Charged Under Personal Assessment * in respect of the following charge: -
- (i) 課稅年度 Year of Assessment # _____
- (ii) 稅單號碼 Charge No. _____
- (7) 申請繳稅證明書的理由
Reason(s) for applying letter of confirmation of payment _____

日期
Date

(納稅人簽署 / 獲授權人簽署及公司蓋印處*)
(Signature of Taxpayer / Authorizing Signature of Company with Chop*)

* 將不適用的刪去 Delete whichever inapplicable

如繳款日期已超逾 7 年，有關繳款證明書可能不獲發給。
Letter of confirmation of payment may not be available if payment was made over 7 years ago.

你提供的資料將用於稅務用途，本局亦可能將部分資料交給法例授權接收的其他人士。除《個人資料(私隱)條例》所訂明的豁免外，你有權要求查閱和改正個人資料，有關申請須以書面向評稅主任提出。

The Department will use the information provided by you for tax purposes and may give some of the information to other parties authorized by law to receive it. Subject to exemption under the Personal Data (Privacy) Ordinance, you have the right to request access to or correction of personal data. Such request should be addressed to the Assessor.

只供稅務局人員填寫 For official use only

- 發出繳稅證明書 Letter of confirmation of payment issued
課稅年度 Year of Assessment _____ 發出日期 Issued on _____
- 其他 Others _____

請在適當方格內加「√」號
Please tick where appropriate

職員簽署 Initial of officer _____

日期 Date _____